

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

DEPARTMENTAL PROMOTIONAL STATEWIDE CONTINUOUS FILING



State of California
**DEPARTMENT OF
JUSTICE**
P.O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS FILING

Testing is considered continuous as dates can be set at any time. Examination Applications (Std. 678) will be continuously accepted and will test applicants as needs warrant. Applications must have an original signature. Any applications received after the announced cut-off date will be processed in the next test administration.

WHO CAN APPLY

Applicants who have permanent civil service appointment with the Department of Justice as of the announced cut-off date. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department.

HOW TO APPLY

Examination Application Forms (STD. 678) may be downloaded from the State Personnel Board's website at (www.spb.ca.gov). Applications must be mailed to or filed in person with:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, Ste 720
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD,
ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE

\$4400-\$5348 The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

ELIGIBLE LIST INFORMATION

Names of successful competitors will be merged onto the eligible list in order of final scores, regardless of test date. Eligibility will expire **18** months after it is established unless the needs of the service and conditions of the list warrant a change. Once you have taken this examination, you may not re-apply for 12 months.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements by the multiple-choice written test date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles. Applications/resumes received without this information will be rejected. State employees, who are currently appointed to a permanent full-time position and have attained permanent status at the exam level or higher, may not take this examination per Government Code Section 18935 (b).

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MINIMUM
QUALIFICATIONS

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education **may not** be used to reduce this 30-month limit.

Either I

One year of experience performing the duties of a Staff Services Analyst, Range C.

Or II

Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis.

And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for year basis.)

NOTE:

Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

(One year of graduate work in public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months of the required nonsupervisory experience.)

Experience: State experience applied toward the "General Experience" pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class.

DEFINITION OF TERMS

The words "**performing the duties of...**" means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-classes assignment to the class).

"Equivalent to graduation from college..." satisfaction of the requirements for a bachelor's degree from an accredited college. Bachelor's degree, completion of the number of units typical of four full years of college (120 or more semester units or 180 or more quarter units). This means the applicant must show a receipt of a bachelor's degree.

SPECIAL PERSONAL
CHARACTERISTICS

Demonstrated ability to act independently, open-mindedness, flexibility and tact.

POSITION DESCRIPTION

This is the full journey level. Incumbents perform the more responsible, varied, and complex technical analytical staff services work and continually provide consultative services to management or others. They may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects. They perform a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis; and legislative bill analysis. They are typically subject-matter generalists who have demonstrated possession of intellectual abilities, the management tools and the personal qualifications to succeed in a variety of general staff services settings.

EXAMINATION
INFORMATION

The Multiple-Choice Written Test will include questions designed to evaluate the applicant's knowledge of and the ability to perform the duties of an Associate Governmental Program Analyst. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained on the Written Test.

COMPETITORS WHO DO NOT APPEAR FOR THE MULTIPLE-CHOICE
WRITTEN TEST WILL BE DISQUALIFIED.

MULTIPLE-CHOICE WRITTEN TEST – WEIGHTED 100%

Knowledge of:

1. The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
2. Basic and intermediate mathematics (addition, subtraction, multiplication, division, ratios, algebra, geometry, and statistics) and their application.
3. The principles of completed staff work (e.g. definition of problem, identification of alternatives, etc.) to effectively perform assigned duties.

Skills to:

1. Communicate effectively in writing in a courteous, professional manner with a variety of individuals taking into consideration the needs of the audience.
2. Read, comprehend, and understand complex work-related documents (e.g. reports, case law.)
3. Use mathematics to make calculations and solve problems.
4. Manage one's own time in order to effectively complete assignments.

Ability to:

1. Communicate information and ideas in writing in a clear, articulate manner using appropriate tone, vocabulary, and grammar so others will understand.
2. Read and understand information and ideas presented in writing.
3. Choose the right mathematical methods or formulas to solve a problem.
4. Apply judgment and knowledge to determine the best course of action from a set of alternatives.
5. Think critically using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

VETERANS PREFERENCE

Veterans Preference Credits will not be granted in this examination.

CAREER CREDITS

Career Credits will not be granted in this examination.

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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TESTING AND SELECTION UNIT
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SACRAMENTO, CA 94255-2550
(916) 324-5039